

SECRET

ISB-2600

Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020201-6

STATISTICAL REPORT OF ISB ACTIVITIES  
FOR JANUARY 1955

Visual Aids Section

1. Received a total of 35 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the artwork and shop-work on a total of 157 items, including sketches, graphs, drawings, placards, signs, posters, and display items, of which:
  - a. Two projects totaled 40 man-hours or more.
  - b. Five projects totaled eighty (80) man-hours or more.
  - c. One project totaled one-hundred and sixty (160) man-hours or more; and one (1) project totaled in excess of three-hundred (300) hours.
  - d. Two (2) projects involved artwork and production of display materials for exhibition.

Map Training Officer

1. Number of requests for maps or services - 65
2. Number of map sheets distributed: In OTR, 525  
Outside OTR, 18
3. Number of photographs distributed - 33
4. Number of cartographic publications distributed - 12
5. Consulted with instructors on 1 occasion concerning training aids and content of courses.
6. Presented 10½ hours of instruction in the  Course. Assisted in the presentation of one lesson in the Instructional Techniques Course.

25X1

Editorial and Reproduction Section

1. Edited 2 special instructional projects; total pages 141.
2. Edited, typed, processed and distributed 21 administrative communications from office of DTR.
3. Processed 14 requests through Printing and Reproduction Division/LO.
4. Reproduced internally, 60 requests from offices of OTR: 351 masters and/or stencils.
5. Completed 8 requests for thermofax copies of 87 originals; 130 copies.

Audio Aids Section

1. Number of requests handled: 126 covering 176 items.
2. Number of films procured: 65
3. Number of films projected: 57
4. Number of sound recordings made: 157
5. Number of preventive maintenance checks made: 112
6. Number of emergency checks made: 20

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Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges: 286
- (b) Document charges: 138
- (c) Periodical charges: 21
- (d) Book accessions: 405
- (e) Periodical accessions: 7
- (f) Classified document accessions: 15,000
- (g) Inter-library loans: 117
- (h) GUIDE requests: 150
- (i) Books Ordered: 203
- (j) Post report charges: 25

2. Serviced the sub-library collections in the following volume:

(a)  Library

Reference requests: 20  
Research requests: 4  
Book accessions: 51  
Document accessions: 472

(b) Other Collections

A&E Staff: 3  
Clerical Training: 4  
LETS: 257  
Management Training: 25  
P/TD: 0  
S/TD: 25  
Reading Improvement: 5

B. Reference, Research, and Bibliographic Functions

- 1. Processed 98 reference requests.
- 2. Processed 9 research requests totaling 25 man-hours.
- 3. Conducted research and prepared 4 bibliographies containing a total of 820 entries.
- 4. Published 1 issue of the Instructor's Guide containing a total of 92 annotated items.

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